REQUEST PAYMENT PLAN

Introduction

This section of the document will show how an authorized user can submit a request for payment plan. If an employer has outstanding debt and is unable to pay the full amount due, the employer can request for a payment plan. This will allow the employer to pay the debt in installments, though interest will continue to accrue. Upon submission of the request, authorized DUA staff will review the payment plan and approve or deny the request and you will be notified of the decision.

Step-by-Step Instructions:

- 1. Navigate to the payment home page, using the instructions in the section 'Navigating to Payments'.
- 2. Click on the link 'Request Payment Plan'. The following page will appear. Click on 'New' to request a payment plan.



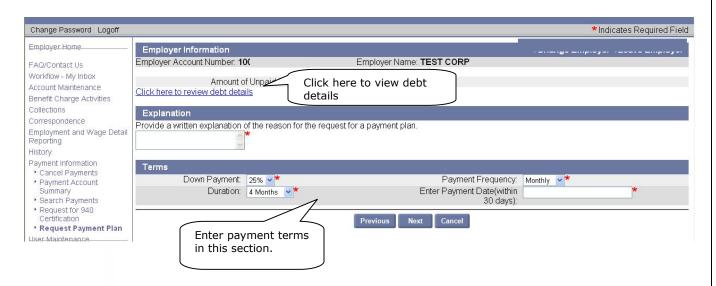
NOTE: Staff users also have the ability to block an employer from requesting payment plans. If you wish to do so, proceed to step 12.

3. The following screen will appear. Select the requested information using the radio buttons and click 'Next' to continue.

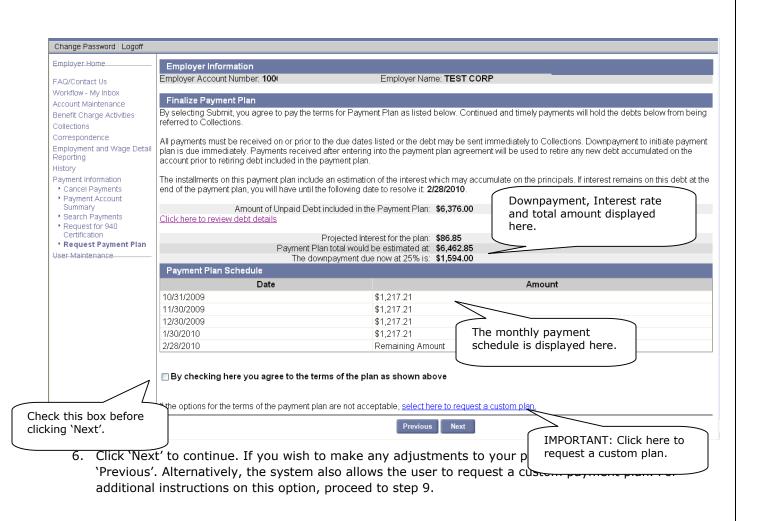


4. The following screen will appear. Enter an explanation for the payment plan request and specify the payment terms as available in the drop-down menus. Click 'Next' to continue.

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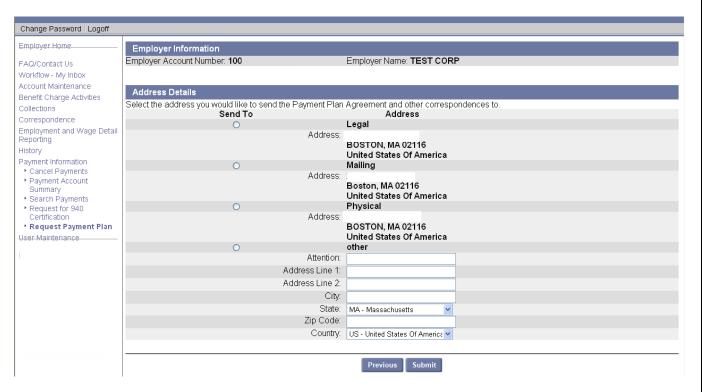


ment plan generated by the system, based on the payment terms entered in the previous step lisplayed. (as shown below)

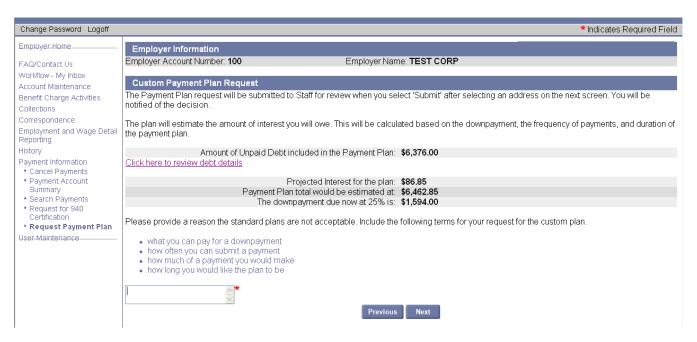


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7. The following screen will appear, displaying the addresses where all correspondences related to the payment plan will be sent.



- 8. Click on 'Submit' to complete the process.
- 9. If you selected to enter a custom plan in step 6, the following page will appear. Enter your requested payment terms in the box and click 'Next' to continue.



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- 10. The screen shown in step 7 will appear, displaying the address information where all correspondences related to the payment plan will be sent. Click 'Next' to continue.
- 11. The following confirmation will appear, summarizing your payment plan. The process for requesting a payment plan is complete.

